

BENEFITS NEWS

An Information Publication for State of California Employees

WIN BIG MONEY Through the Employee Suggestion Program

Do you have an idea or a suggestion to save money for the State of California or to improve the quality of state government operations and services? Did you know that your ideas can actually put cash in your pocket? As a State of California employee or retiree, you are eligible to participate in a unique program where your ideas can WIN YOU BIG MONEY!!!!

The State's Employee Suggestion Program is administered within the Department of Personnel Administration (DPA), Benefits Division. For the past 55 years, the Employee Suggestion Program has saved the State over 70 million dollars. In 2005 alone, employee suggestions generated over \$758,101 of savings. "Win Big Money" is our message for 2006, and our goal is to reach a wider audience with participation from all agencies.

The Employee Suggestion Program is designed to recognize employee contributions toward cost savings, and is a formal suggestion program for ideas submitted by employees with cash awards of \$50 to \$50,000.

Over 200,000 State Employees are eligible to participate. Employees of the University of California and California State Universities are not eligible.



How do I participate?

Look around. Develop an idea that improves a procedure or process. Then, complete an Employee Suggestion Form Std. 645. Sign and submit your idea to your departmental Merit Award Administrator for processing, evaluation and possible award.

What happens to my suggestion?

Suggester's receive an acknowledgement letter within 10 working days of receipt. Suggestions are assigned a tracking number and are provided a status report each quarter. As a group, team members may also submit a suggestion. Suggestions are submitted to the evaluator for review and possible adoption. Final reports are provided and suggestions are retained for three years by the evaluating department.

Recent Awardees:

\$26,897 Award - Analyst from Department of General Services recommended refinancing an unpaid balance at a lower interest rate which resulted in a savings of \$537,948 during duration of purchase term.

\$7,463 Award - Program Technician from DPA developed an Excel spreadsheet to automate difficult calculations of an individual's total state service which resulted in \$74,634 first year savings.

\$9,002 Award - Medical Technical Assistant from Department of Corrections and Rehabilitation developed a standardized clearance medical questionnaire which resulted in \$90,018 first year savings.

Suggestions not eligible include those that:

- Are currently being evaluated in the last 12 months.
- Recommend new or increased taxes or fees.
- Recommend additional revenues at the expense of taxpayers.
- Recommend a change in pay or classification.
- Recommend a study.
- Involve a personal grievance.
- Involve terms and conditions of employment.
- Recommend corrections in calculations or spelling.

Most Frequently Asked Questions:

- Q.** What is the normal processing time for a suggestion?
A. 6 – 7 months. Some suggestions may require an additional 12 months to substantiate first year savings.
- Q.** How do I find the name of my departmental Merit Award Administrator?
A. Check with your supervisor or personnel office.
- Q.** Will my name remain confidential when I check the confidential box on the Std. 645 form?
A. Yes, unless the suggestion is adopted.
- Q.** Is it possible for a team to submit a suggestion?
A. Yes, all team members must be listed and sign Form Std. 645 to be eligible.
- Q.** If a team submits a suggestion will the award be divided equally?
A. Yes, unless determined otherwise.
- Q.** What is the maximum award per suggestion?
A. The maximum amount is \$50,000.
- Q.** When is a suggestion sent to the Merit Award Program Board?
A. Awards over \$5,000 require Board and legislative approval.

Additional information and forms may be downloaded from www.dpa.ca.gov , click on Benefits, and click on Awards.

For More Information

DPA Benefits Division

(916) 322-0300 ♦ CNET 492-0300

ARAG Group

Group Legal Services Plan

1-800-247-4184

Dental Program

(916) 324-0525 ♦ CNET 454-0525

Employee Assistance Program

MHN (Managed Health Network)

1-866-327-4762

FlexElect Program

(916) 327-6429 ♦ CNET 467-6429

Health Promotion Program

(916) 324-9398 ♦ CNET 454-9398

Merit Award Program

(916) 324-0522 ♦ CNET 454-0522

Pre-Tax Parking

(916) 324-0526 ♦ CNET 454-0526

Rural Health Care Program

(916) 327-1439 ♦ CNET 467-1439

Savings Plus Program

1-866-566-4777

www.sppforu.com

Travel & Relocation and

Vanpool Programs

(916) 324-0526 ♦ CNET 454-0526

Vision Service Plan

1-800-877-7195

Workers' Compensation Program

(916) 445-9792 ♦ CNET 485-9792

DPA Fax Numbers

Benefits Division

(916) 322-3769 ♦ CNET 492-3769

Savings Plus Program

(916) 327-1885 ♦ CNET 467-1885

TDD (Any unit in DPA)

(916) 327-4266 ♦ CNET 467-4266

Internet Address

www.dpa.ca.gov